



MITCHELL E. DANIELS, Jr., Governor

## STATE OF INDIANA

DEPARTMENT OF HOMELAND SECURITY

J. ERIC DIETZ, EXECUTIVE DIRECTOR

*Indiana Department of Homeland Security  
Indiana Government Center South  
302 West Washington Street  
Indianapolis, IN 46204  
317-232-3980*

### **PROCEDURES TO BE USED BY LOCAL FIRE DEPARTMENTS WHEN ASSISTING THE STATE FIRE MARSHAL IN THE INSPECTION OF LOCATIONS WHERE FIREWORKS ARE SOLD**

- 1. Inspections are to be performed only at locations provided to the local fire department by the State Fire Marshal's Code Enforcement Section.**
- 2. Inspections are to be performed using the Order for fireworks inspections provided by the State Fire Marshal's Code Enforcement Section.**
- 3. Re-inspections are to be performed within five (5) calendar days.**
- 4. A copy of each Order issued by the fire department shall be forwarded to the State Fire Marshal's Code Enforcement Section via fax at (317) 233-0307 within 24 hours of being written.**
- 5. When the fire department finds no violations listed on the State Fire Marshal's Order for fireworks inspection at a fireworks sales location, the fire department shall issue the compliance notice/form that the department uses for their standard inspections.**
- 6. A copy of each compliance document issued by the fire department shall be forwarded to the State Fire Marshal's Code Enforcement Section via fax at (317) 233-0307 within 24 hours of being written.**
- 7. When conditions that are listed in the State Fire Marshal's closure policy as being grounds for the closure of a fireworks facility exist, the local fire department shall immediately notify State Fire Marshal's Code Enforcement Section at 317-232-1407 during normal office hours (8:00 a.m. to 4:30 p.m., Monday through Friday, Indianapolis time); after hours, within the Indianapolis calling area please call 233-6115, and for the remainder of the state call 800-669-7362. No fireworks facility shall be closed without the direct authorization of State Fire Marshal Johnson or his designee.**
- 8. If the fire department becomes aware of locations at which fireworks are being sold and the location does not have a required permit from the State Fire Marshal, the State Fire Marshal's Code Enforcement Section shall be notified immediately by telephone, 317-232-1407 during normal business hours (8:00 a.m. to 4:30 p.m., Monday through Friday, Indianapolis time); for after hours calls within the Indianapolis calling area please call 233-6115, and for the remainder of the state call 800-669-7362.**